



READY TO APPLY FOR FTA – RETURNING USERS

Getting the ball rolling on FTA is very time consuming the first time you utilize the program. Future changes in your degree plan, transition from undergraduate degree to graduate, and change in the school you are attending require additional measures to be taken to adjust your account. Students in any of these scenarios should begin setting up or making adjustments to their GoArmyEd account as soon as possible (recommendation of at least 60 days prior to the term).

Accessing Training Videos Within GoArmyEd

- Log into GoArmyEd (GAE).
- In the “Smart Links” section, click on the “My Training” tab.

Requesting FTA, Using the TA Request Form

- Log into GAE.
- Click on the “Request TA” smart link.
- One of the two options will appear
 - Non-LOI Class Search
 - Request TA
- Follow the instructions provided on the screen.

Course Planner

- Required once you complete 6 semester hours at your Home School or 9 semester hours at any school (whichever comes first).
- How do I know?
 - Once logged-into GAE, click on the “Course Planner” Smart Link under the Smart Links section of your GAE homepage.
 - If the Course Planner Smart Link is not visible, you are not required to complete the course planner.

Documents That **MUST** Be Uploaded to Your eFile

- Documented Degree Plan/Student Agreement
- Tuition Invoice
- Schedule